



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Vestry Meeting, January 21, 2024, Noon

PRESENT: Rev. Suz Cate (Rector), Ellen Haase (Senior Warden), Bob Taylor (Treasurer), Hap Wheeler, Betty Snowden, Jody Hunter, Charlie Curtis, Mel Harriss, Jan Cribb, Chesley Rowe, Mark Stokes, Andrew Baker, Harry Morse, Chris Heerwagon (Junior Warden beginning 2024)

ABSENT: Jen Ellison, Bill Hurst, Jean Ellen Zavertrnik.

OPENING PRAYER:

ADDITIONS TO THE AGENDA: There were no additions to the agenda.

OLD BUSINESS

1. **Approval of December 2023 Minutes:** Motion made, seconded, approved unanimously
2. **MMS Goals:** Status update - See **ATTACHMENT A**

NEW BUSINESS

1. **Sabbatical:** The Vestry expressed approval for Mother Suz's desire to take a Sabbatical this summer. Details are in Rector's Report (**ATTACHMENT E**).
2. **Treasurer's Report** [Bob Taylor] – See **ATTACHMENT B** for detailed report. Bob Taylor presented the following:
 - a. **Summary of financial totals for 2023.**
 - b. **2024 Proposed Statement of Mission for Trinity Place:** The Finance Committee submitted this budget for Vestry approval. As a motion from the Finance Committee, it needed no second. **Motion passed unanimously.**
 - c. **2024 Proposed Statement of Mission for the Operating Fund:** The Finance Committee submitted this budget for Vestry approval. As a motion from the Finance Committee, it needed no second. **Motion passed unanimously.**
 - d. **Finance Committee Recommendations for Vestry action on the \$93,595.48 operating surplus:**
 - i. **Motion 1 from the Finance Committee:** From the surplus of \$93,595.48 (possibly slightly less after the 2023 financial statements are finalized) in the operating fund, transfers to:
 - Building Maintenance Fund of \$25,396.09 should be made to restore the gutter repair costs (which should be charged to maintenance) and to raise the standing balance from \$50,000 to \$70,000 as a hedge against increased building costs and recognizing an aging physical plant. It may also be used to supplement roof repairs from the hail damage or minor renovations to enhance choir space.
 - Reserves Fund of \$45,000 to replenish the amount transferred from the Reserve Funds in January 2023 for the Nave HVAC replacements. This increased balance

would provide a backup for shortages in the Assistant Priest Fund or be useful if land purchase or land swap was needed (especially for legal fees in a land swap).

- Trinity Place of \$2,880 to recover income lost by the Smokehouse barter agreement.

As a motion from the Finance Committee, it needed no second. **Motion passed unanimously.**

- ii. **Motion 2 from the Finance Committee:** The remainder of surplus (approximately, \$23,000) be transferred from the operating Fund to the Assistant Priest Fund.

As a motion from the Finance Committee, it needed no second. **Motion passed unanimously.**

Harry Morse made a motion to approve the Treasurer's Report; seconded by Charlie Curtis. **Motion passed unanimously.**

3. **Legacy Fund Subcommittee Recommendations – See ATTACHMENT C.** The subcommittee was tasked with determining how to spend the remaining \$5,200 of the eligible Legacy Fund earnings. They proposed the following breakdown to the Vestry:

- \$2,680 for the printing of the updated version of the Holy Trinity History
- \$1,000 for the St. Paul's Renovations
- \$1,000 for the Assistant Priest Fund
- \$520 for the Clemson Community Care via the Outreach Committee.

Motion to approve these expenditures was made, seconded, and approved unanimously by the Vestry.

4. **Parish-wide Survey Update –** Hap Wheeler reported that we had 127 responses to our survey. Some who responded considered themselves to be former members, but are on our active member list. The difficult part is summarizing the narrative responses, which he is currently working on. Everyone on the Vestry will also receive the raw data.

5. **Assistant Rector Update [Ellen] See ATTACHMENT D:** Ellen discussed our budget challenges during the pandemic and how we had to cut funding for an assistant rector from the Statement of Mission during that time. We are now trying to find funding to restore this position. No seminarians graduating from our Diocese this year are available, so we will have to look elsewhere. The subcommittee is still working on the financial aspects of this endeavor.

6. Reports

- a. **Rector (Mtr. Suz Cate) – See ATTACHMENT E and ATTACHMENT F**

- b. **Jr. Warden - See ATTACHMENT G:** Chris Heerwagon, the new Junior Warden, reported for Bill Hurst, who could not be present. There was discussion about the possibility of swapping part of the land at St. Paul's to a developer, which must also include permission from the Diocese. Mother Suz asked for someone to develop a report with details about the possible sale so she can add it to the appropriate Standing Committee agenda. There was also discussion about the expansion of choir practice space and lighting in the Nave, new roof needs, and other items listed in the report.

- c. Sr. Warden – **See ATTACHMENT H**

7. Vote to approve the following for 2024.

- a. Treasurer, Bob Taylor,
- b. Asst. Treasurer, Dorothy Meeks
- c. Vestry Clerk, Rebecca Eidson

Motion made, seconded, and approved unanimously.

8. Annual Meeting – 28 January 2024 following the 10:00 Service

9. Next Vestry Meeting – Saturday, 10 February 2024, half day orientation and meeting in the Parish Hall

CLOSING PRAYER

Respectfully Submitted

Rebecca Eidson, Clerk to the Vestry



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Mutual Ministry Study Goals for 2023
Grow Membership and engagement!

Near-term Goals – 3 months	Responsible	Status
1. Vestry Transition Plan – Outline vestry succession and transition plan	Mtr. Suz & Ellen	Complete.
2. Options for Vestry Meetings – Explore options for vestry meetings now that we are more comfortable meeting in person. Consider in-person, hybrid, various days or times	Ellen & Bill H.	COMPLETE In person following church with Zoom option is now established
3. Expand Fellowship (Engagement) Ministry. Re-establish a Fellowship Ministry to support engagement opportunities. a. Define what events Fellowship is responsible for b. Clarify Fellowship responsibilities	Jan, Betty, and Mel	COMPLETE Several events have been planned along with work to restart neighborhood group gatherings
4. Parish Calendar for 2023-24. Develop annual parish calendar for the 2023-4 program year. To be done in June and ready for 2023 -4 academic year.	Jerae, Jan, Mel, Mtr. Suz, Stephanie L.	Calendar set, will seek input from Communications Committee for best means of sharing with the parish
5. 1st Sunday children’s service. Bring back children helping with dismissal (possibly make this every Sunday).	Mtr. Suz	Implement New format trial in 2024 to improve engagement.
Intermediate Goals – 6 months.		
6. New Name Tags for the Parish	Rebecca Eidson and Wesley Ramey	COMPLETE Name tags are now available!!
7. Updated Parish Directory	Jack McKenna, Wesley & Will Cate	IN PROCESS – Corrections/Edits are in process after initial distribution.
8. Event Communications – Enhance our communication of Parish events	Hap	See “ <u>Minutes Communications Comm 8-24-23.odt</u> ”
9. New Ideas for Worship – Worship ministry to propose new ideas for worship service. Consider asking our parish and other churches for ideas	Mark Stokes, Mtr. Suz	Sunday 5 PM, “Comfy Church” Children’s Church 2024
Goals for the year		

<p>10. Website refresh – Enhance our website, including mobile accessibility</p>	<p>Hap</p>	<p>See “<u><i>Minutes Communications Comm 8-24-23.odt</i></u>”</p>
<p>11. Asst. Rector – Explore options for hiring an Asst. Rector</p>	<p>Vestry, Finance & Mtr. Suz</p>	<p>Sub-committee meeting in early Jan 2024. Large commitment from parishioner with surplus make it financially possible.</p>

**Treasurer’s Report to the Vestry
Bob Taylor, January 21, 2024**

The following table summarizes a very good financial ending for 2023:

2023 Finances	Actual	Budgeted	Difference
Plate Offerings	\$100,686.94	\$56,500.00	\$44,186.63
Pledge Offerings	\$418,535.64	\$410,000.00	\$8,535.64
Total Income	\$520,342.29	\$466,500.00	\$53,842.29
Expenses	\$426,746.81	\$466,500.00	(\$39,753.19)

In this report

- financial totals for 2023 are summarized.
- a 2024 Statement of Mission for Trinity Place is recommended for Vestry approval.
- a 2024 Statement of Mission for Operating is recommended for Vestry approval.
- recommendations for Vestry action on the \$93,595.48 operating surplus are proposed.

The December 31, 2023 financial statements presented in this report are very close to the final 2023 financial statements when a few remaining income/expense items are recorded.

In accordance with the recommendation of the 2022 Financial Review Report, the Finance Committee reviewed EDS finances. The review was greatly aided by the EDS financial information provided by John Warner **(pages 7-13)**. Key observations are:

1. The EDS finances are in very good shape because of wise management, grant awards and increasing enrollments.
2. The balance sheet shows a First Citizens balance of just less than \$400,000 **(page 7)**.
3. The operating budget lists total income for the year at \$361,109.03 **(page 9)** and total expenses of \$254,693.58 **(page 11)**. Included in income is grant income of \$204,647.40 **(page 10)** which was partially prorated over 2023 as required by terms of the DSS grant.

Review of the Dec. 31st financial statements included the quick observations (pages 14-18):

1. A very ample checking account of \$139,056.18 **(page 14)** from large contributions in December and 2024 prepaid pledges (\$79,111.54) **(page 15)** which arrived in December. A transfer of \$80,000 (basically the prepaid pledges) from First Citizens checking to Edward Jones Investments is being made in January to normalize the checking account balance and take advantage of 4.7+% increase income from Edward Jones. The prepaid pledges will be transferred to income prorated monthly over the calendar year 2024.
2. The Trinity Place loan balance of \$693,709.36 **(page 15)** should be \$15,000 lower (\$678,709.36) as issues with the processing of the November \$15,000 principal only payment are being resolved with First Citizens.
3. Plate Offerings in December were \$23,631.11 **(page 16)** in addition to \$9,035.38 at St. Paul’s for the Dec 17th and Dec 24th services which went to the St. Paul’s Renovation fund.
4. Other significant observations on the operating income items and expense items are deferred to the consideration of 2024 Operating SOM unanimously recommended by the Finance Committee.
5. The Trinity Place budget experienced surpluses in all categories **(page 18)**. With an adjustment for the \$15,000, cash balance of \$38,363.27 (sufficient to cover more than 4 months of loan payments).

The Finance Committee voted unanimously to recommend the following Trinity Place 2024 SOM to the Vestry for approval on January 21, 2024. (The Trinity Place SOM is provided in larger font on page 22).

1/11/2024									
Trinity Place Fund									
Statement of Mission (SOM)									
	SOM 2020	2020 Actual	SOM 2021	2021 Actual	SOM 2022	2022 Actual	SOM 2023	2023Actual	SOM 2024
Income									
Football Parking Income	77,000.00	21,687.65	67,200.00	62,174.43	80,000.00	72,908.74	75,000.00	77,755.11	78,000.00
OUR DOORS Pledge Offerings	174,233.72	176,269.38	96,698.04	195,609.43	80,000.00	50,284.31	40,000.00	45,631.20	24,000.00
Parking Income	14,840.00	4,094.10	9,600.00	9,094.15	15,000.00	9,386.56	10,000.00	12,629.91	13,000.00
Prism II Pledge Offerings	7,500.00	8,577.52	4,000.00	2,917.05	-	-	-	-	-
Memorial and other Gifts	\$ -	\$ -	\$ -	\$ 14,571.81	\$ 5,000.00	110,500.00	-	-	-
Trinity Place-The Walls Offerings	-	520.00	520.00	-	-	-	-	-	-
Memorials Gifts & Kunkel Gift	-	-	-	-	-	-	-	515,292.95	-
Total Income	\$ 273,573.72	\$ 211,148.65	\$ 178,018.04	\$ 284,366.87	\$ 180,000.00	243,079.61	125,000.00	651,309.17	115,000.00
Expense									
Advertising & Promotion	-	-	-	-	1,200.00	-	-	-	-
Parking Supplies	500.00	1,487.35	1,500.00	1,925.80	4,000.00	737.77	1,000.00	1,032.93	1,100.00
Total Parking Expenses	500.00	1,487.35	1,500.00	1,925.80	5,200.00	737.77	1,000.00	1,032.93	1,100.00
Maintenance and Repairs	-	-	-	1,150.25	-	1,239.70	1,200.00	1,120.12	1,200.00
Total Property Expenses	-	-	-	1,150.25	-	1,475.5	1,200.00	1,120.12	1,200.00
Interest Expense	\$ 44,670.00	\$ 31,348.28	\$ 52,179.58	\$ 53,284.36	\$ 48,000.00	46,051.20	41,598.49	34,437.35	20,400.00
Loan refinance costs	7,548.00	8,048.00	-	-	-	-	-	-	-
Interest Exp Transferred to Opera	-	-	-	-	-	-	-	-	-
Interest Exp Transferred to Reser	-	-	-	-	-	-	-	-	-
Net Interest Expense	52,218.00	39,396.28	52,179.58	53,284.36	48,000.00	46,051.20	41,598.49	34,437.35	20,400.00
Total Expenses	52,718.00	40,883.63	53,679.58	56,360.41	53,200.00	48,264.51	43,798.49	36,590.40	22,700.00
Difference	220,855.72	170,265.02	124,338.46	228,006.46	126,800.00	194,815.10	81,201.51	614,718.77	92,300.00

Comments

Trinity Place Funds \$39,363.27 as of Dec 31, 2023 Loan Payments of 8,983.77 Monthly
 loan payments + parking expenses in 2023= \$110,105.24 (plus additional Principal only payment when possible)

The proposed 2024 Trinity Place SOM is a very conservative budget which shows income in excess of required loan payments and operational expenses. Additional principal only payments during 2024 are anticipated from surpluses and gifts earmarked for principal only payments.

Barter arrangement with Palmetto Smokehouse & Oyster Bar (page 19). During 2023 Holy Trinity gravitated to a mutually beneficial barter agreement with Palmetto Smokehouse & Oyster Bar for catered parish meals in lieu of the payment of \$2,880 for six Holy Trinity parking slots. The net effect of the barter agreement in 2023 was a loss of income for Trinity Place and a surplus in some of the accounts in the operating budget. Consequently, the Vestry will be asked to endorse a transfer of \$2,880 (for loss income in Trinity Place) from the surplus in operating for 2023. The quality of the food and the convenience of having major parish meals catered were key reasons for continuing the barter agreement in 2024 with more clearly agreed upon receivables and timely invoices of meal costs so that credits and debits can accurately be made in operating and Trinity Place funds during 2024.

The input from three Vestry members and the Rector were reviewed for possible adoption into the revised January Draft of the 2024 SOM (pages 20-21).

1. Increase altar guild by \$1,000.
2. Enhanced Sound System for the Nave (probably funded by Nave Enhancement)
3. Increase Canterbury funding.
4. Renovation needed for choir practice room(s).
5. Increased Nave space for Choir.
6. Funding to supplement the insurance settlement for hail roof damage.
7. Land swap or land purchase around St. Paul.

The Finance Committee included items 1&3 into the 2024 Operating SOM. Item 2 was felt to be appropriate for Nave Enhancement funding. Items 4, 5 & 6 are not 2024 operating expenses but pertain to possible Building Maintenance Funding which should be carefully planned and approved by the Vestry. Also, Item 7 would not be a 2024 operating expense, but something where Reserves Funds or Thrift Shop funds could be used if endorsed by the Vestry.

Items to note in the proposed draft 2024 SOM unanimously endorsed by the Finance Committee (listed on Page 5 and on Pages 23 & 24 in larger font) include:

1. **Salaries and Benefits** surplus of \$9,062.18 reflects personnel changes and the Episcopal Day School providing \$4,000 payment for Evyone's accounting work for EDS.
2. **Facilities Expenses** surplus of \$21,839.86 reflects repairs almost totally being reimbursed and a good year with minimum major maintenance issues.
3. **Mission and Program** surplus of \$4,620.51 reflects a large saving in printing and some other smaller savings.
4. A review of an anonymous spreadsheet of pledges yielded the following summary statements:
 - 107 pledging unit pledged \$426,793.98 for an average of \$3,988.73 in 2023.
 - \$418,635.64 pledge income was collected for a 98% collection percentage, typically about 96 to 97% is the collection percentage.
 - 59 pledging units exactly met their pledges.
 - 25 pledging units exceeded their pledges.
 - 13 pledging units did not meet their pledges.
 - There were about dozen non-pledging units with significant (greater than \$1,000) contributions.
 - 103 pledging units pledged \$472,801 for 2024 for an average pledge of \$4,590.30.
 - Approximately a half-dozen units which pledged and meet their pledges in excess of \$20,000 in both 2022 and 2023 have not yet pledged.
5. A comfortable level for setting the 2024 SOM pledge at \$472,000 and the plate at \$60,000.
6. The increases in salaries and benefits reflect the raises going into effect February 1, 2024.
7. The Diocesan Assessment was raised by \$35,000 but is still \$30,803 (\$90,803 - \$60,000) short of the 16% of HT's 2022 operating income.
8. Worship and Canterbury were increased by \$1,000 as requested.
9. Stewardship was changed to \$2,072 to cover the meal costs at the start of the Stewardship campaign.
10. Direct Outreach was increased by \$7,100 and is \$1,000 higher than the 2022 outreach budget, hence the 2023 cut was restored and an additional \$1,000 was added.
11. The Church Insurance premium increased by \$3,200 and reflects our 2023 claims and increased building costs (a quote from Church Insurance Rep).

12. Maintenance and Maintenance Contracts decreased by \$4,000 and \$6,000. Recall we were very cautious in January 2023 on what the repair costs would be and what portion would be covered by insurance.
13. Printing was reduced by \$2,000.
14. Telephone and Internet Asses & Operational Support adjustments balanced each other.

1/16/2024 Proposed Operating Fund

Statement of Mission (SOM)

	Actual Income Expenses	Balanced	Actual Income Expenses	Actual Minus Budget	Balanced	Changes	
SOM 2022	2022	SOM 2023	2023	2023	SOM 2024		
Income							
Plate and Other Offerings	43,500.00	94,515.51	56,500.00	100,686.63	44,186.63	60,000.00	3,500.00
Pledges Offerings	482,124.00	466,488.91	410,000.00	418,535.64	8,535.64	472,000.00	62,000.00
Sub-total General Offerings	525,624.00	561,004.42	466,500.00	519,222.27	52,722.27	532,000.00	65,500.00
Investment and Other Income:		3,523.04		1,120.02	1,120.02		0.00
Investment Income - Restricted				0.00			0.00
Investment Income	500.00			0.00			0.00
Realized Gain/Loss Sale Invest		(120.83)		0.00			0.00
Unrealized Gain/Loss on Invest				0.00			0.00
Sub-total Investment and Other	500.00	3,110.33		1,120.02	1,120.02		0.00
Total Income	526,124.00	567,516.96	466,500.00	520,342.29	53,842.29	532,000.00	65,500.00
Expenses							
Salaries and Benefits:							
Clergy Health Insurance			0.00				0.00
Clergy Housing Allowance	52,000.00	44,500.08	34,000.00	34,000.08	0.08	37,666.67	3,666.67
Clergy Pension	26,344.00	19,731.29	14,860.00	14,859.72	-0.28	16,231.70	1,371.70
Clergy Salaries	82,230.00	65,348.75	41,715.00	41,715.00	0.00	45,038.95	3,323.95
Clergy SECA	12,124.00	9,921.98	6,839.00	6,839.04	0.04	7,470.47	631.47
Contract Labor	21,000.00	22,643.97	28,325.00	27,299.21	-1,025.79	26,216.00	-2,109.00
Net Paycheck					0.00		0.00
Payroll Tax Expenses	10,440.00	11,976.24	9,724.00	9,538.75	-185.25	11,439.67	1,715.67
Staff Health Insurance	13,471.00	12,378.50	13,836.00	12,937.05	-898.95	14,058.60	222.60
Staff Pension	5,632.00	6,000.00	6,435.00	6,191.25	-243.75	10,324.80	3,889.80
Staff Salaries	136,468.00	156,199.18	127,116.00	120,407.72	-6,708.28	149,931.14	22,815.14
Salaries and Benefits	359,709.00	348,699.99	282,850.00	273,787.92	-9,062.18	318,378.00	35,528.00
Diocesan Assessment	90,352.00	90,352.00	\$25,000.00	25,000.00	0.00	60,000.00	35,000.00
Mission and Program Expenses:							
Christian Formation	1,000.00	1,561.77	1,500.00	486.34	-1,013.66	1,500.00	0.00
Kanuga - Parish Retreat					0.00		0.00
Christian Formation-Youth	3,000.00	3,081.93	4,800.00	3,521.98	-1,278.02	4,800.00	0.00
Young Adult Ministry					0.00		0.00
Music/Choir -Adult	2,500.00	1,578.79	1,800.00	1,523.67	-276.33	1,800.00	0.00
Music/Choir -Youth	500.00	0.00	500.00	0.00	-500.00	500.00	0.00
Worship/Altar Guild	1,000.00	1,072.87	1,000.00	1,467.83	467.83	2,000.00	1,000.00
Canterbury Club	500.00	204.17	500.00	533.06	33.06	1,500.00	1,000.00
Fellowship	1,500.00	1,912.97	3,000.00	1,764.10	-1,235.90	3,000.00	0.00
Evangelism					0.00		0.00
Pastoral Care	200.00	19.93	200.00	26.40	-173.60	200.00	0.00
Stewardship	1,000.00	706.20	800.00	156.11	-643.89	2,072.00	1,272.00
Vestry Retreat	2,700.00	1,627.82	0.00		0.00	0.00	0.00
Sub-total Program Expenses	13,900.00	11,766.45	14,100.00	9,479.49	-4,620.51	17,372.00	3,272.00
Outreach:							
Clergy Discretionary	4,500.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	0.00
Direct Outreach	29,000.00	29,000.00	22,900.00	22,900.00	0.00	30,000.00	7,100.00
Sub-total Outreach Expenses	33,500.00	33,500.00	27,400.00	27,400.00	0.00	34,500.00	7,100.00
Facilities Expenses:							
Utilities	22,500.00	24,518.90	26,000.00	25,763.58	-236.42	26,500.00	500.00
Property & Liability Ins	15,500.00	15,682.44	18,000.00	17,457.00	-543.00	22,000.00	4,000.00
Maintenance	20,000.00	17,876.25	20,000.00	11,130.13	-8,869.87	14,000.00	-6,000.00
Maintenance Contracts	15,000.00	16,733.54	20,000.00	7,809.43	-12,190.57	8,000.00	-12,000.00
Sub-total Facilities Expenses	73,000.00	74,811.13	84,000.00	62,160.14	-21,839.86	70,500.00	-13,500.00
Mission and Program Support Expenses:							
Supplies	6,000.00	6,116.24	5,500.00	6,711.59	1,211.59	5,500.00	0.00
Conference/Training - Rector	1,000.00	723.27	1,000.00	498.25	-501.75	1,000.00	0.00
Conference/Training - Lay Staff	500.00	1,249.99	0.00		0.00	0.00	0.00
Conference/Training - Asst Rector	1,000.00	0.00	0.00		0.00	0.00	0.00
Professional Expense - Rector	3,000.00	2,643.99	1,250.00	1,351.98	101.98	1,250.00	0.00
Professional Expense - Asst Rector	1,000.00	884.89	0.00		0.00	0.00	0.00
Professional Expense - Lay Staff					0.00		0.00
Equipment Purchases	3,000.00	1,537.91	2,000.00	932.44	-1,067.56	2,000.00	0.00
Printing and Publications	12,000.00	11,734.41	12,000.00	8,041.11	-3,958.89	10,000.00	-2,000.00
Payroll Service Expense	400.00	607.58	500.00	423.35	-76.65	500.00	0.00
Postage and Freight	1,200.00	1,699.18	1,400.00	1,775.72	375.72	1,500.00	100.00
Telephone and Internet Access	6,000.00	6,182.48	7,500.00	4,730.78	-2,769.22	5,000.00	-2,500.00
Operational Support Expenses:			2,000.00	4,454.14	2,454.14	4,500.00	2,500.00
Sub-total Support Expenses	35,100.00	33,279.94	33,150.00	28,919.36	-4,230.64	31,250.00	-1,900.00
Special Expenses:							
Miscellaneous		2,280.25			0.00		0.00
Amount for Allocation					0.00		0.00
Sub-total Special Expenses					0.00		0.00
Total Expenses	605,561.00	594,689.76	466,500.00	426,746.81	-39,753.19	532,000.00	65,500.00
Excess/(Deficit)	(79,437.00)		0.00		0.00		
Income Over (Under) Expenses	(79,437.00)	(27,172.80)	0.00	93,595.48	93,595.48	0.00	

The discussion of recommendations to the Vestry with respect to the 2023 Surplus was guided by two major principles:

- The restoration of funds cut because of the 2023 financial shortages, and
- The pressing need for obtaining an assistant priest.

The Finance Committee unanimously endorsed the following motion of three recommendations for Vestry action:

Motion 1: From the surplus of \$93,595.48 (possibly slightly less after the 2023 financial statements are finalized) in the operating fund, transfers to:

- Building Maintenance Fund of \$25,396.09 should be made to restore the gutter repair costs (which should be charged to maintenance) and to raise the standing balance from \$50,000 to \$70,000 as a hedge against increased building costs and recognizing an aging physical plant. It may also be used to supplement roof repairs from the hail damage or minor renovations to enhance choir space.
- Reserves Fund of \$45,000 to replenish the amount transfer from the Reserve Funds in January 2023 for the Nave HAVC replacements. This increased balance would provide a backup for shortages in the Assistant Priest Fund or be useful if land purchase or land swap was needed (especially for legal fees in a land swap).
- Trinity Place of \$2,880 to recover income lost by the Smokehouse barter agreement.

The discussion of recommendations for the remainder (approximately \$23,144.12) covered many options including:

- Provide a direct payment of \$xxx to the Diocese to close the \$30,803 gap (this would be a direct payment and not part of the 2024 Operating SOM),
- Add to the Assistant Priest Fund of \$xxx to improve the feasibility of hiring in 2024.
- Aid the St. Paul's Renovation Fund of \$xxx.
- Increase Direct Outreach of \$xxx.
- Youth or Canterbury for increased activities.
- Add more to the Building Maintenance Fund for future renovations and/or St. Paul's renovations.

Following the lively discussion, the Finance Committee unanimously endorsed the following motion for Vestry action:

Motion 2: The remainder of surplus (approximately, \$23,000) be transferred from the operating Fund to the Assistant Priest Fund.

ATTACHMENT C

Legacy Fund Subcommittee Report
January 21, 2024

On December 31, 2023, the Legacy Fund holdings were:

Date	Balance	Earnings	5% earnings reinvested	95% earnings available	Required Balance	Available Earnings to Expedite
May 31, 2023	\$81,030.08					
Added \$72,000 from Kunkel Fund	\$153,030.08				\$152,251.60	\$778.48
Dec 31, 2023	\$157,749.83	\$4,719.75	\$235.99	\$4,483.76	\$152,487.59	\$5,262.24
Awards Recommended Jan 2024						\$5,200.00

Around Thanksgiving 2023, the Legacy Fund subcommittee consisting of voting members Treasurer Bob Taylor, Junior Warden Bill Hurst, Outreach Vestry Liaison Harry Morse, St. Paul’s Vestry Liaison Andrew Barker and Canterbury Vestry Liaison Charlie Curtis and non-voting members Rector Suz Cate and Senior Warden Ellen Haase began consideration of expenditures for the Legacy Fund earnings which were anticipated to be around \$5,000. Consideration for expenditures accelerated during the past two weeks and cumulated on Sunday January 15, 2024 with the unanimous vote in favor of a recommendation to the Vestry to disburse \$5,200 of the eligible Legacy Fund earnings as:

- \$2,680 for the printing of the updated version of the Holy Trinity History
- \$1,000 for the St. Paul’s Renovations
- \$1,000 for the Assistant Priest Fund
- \$520 for the Clemson Community Care via the Outreach Committee.

Ragnar and Elizabeth Anderson expressed preference in their gifts were for St. Paul’s and Canterbury. Beth Kunkel’s gifts did not have an expressed preference, but Beth had many passions including the SAME garden, outreach (both local and Haiti) and Trinity Place. The procedure for the disbursement of earnings from the Legacy Fund specifies an announcement honoring the donors.

Hap and Carolyn Wheeler will arrange for the printing of the updated history, and the \$2,680 will cover about 50 copies. Free copies will be given to the confirmands. Copies will be available for purchase at \$50 per copies with the proceeds replenishing the Legacy Funds eligible for disbursement in future years. The donations to St. Paul’s and the Assistant Priest align with the Anderson’s preference. Beth has had a very significant role in the recent history of Holy Trinity which needs to be reported.



Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.

Assistant Rector Plan

Overview of Steps to call our next Assistant Rector

The Need

A top priority identified by the Vestry last May was for Holy Trinity to call an assistant rector to support our campus ministry with Canterbury while assisting in serving the needs of our Parish. Holy Trinity was located and founded to serve the Clemson University community. This critical mission for Holy Trinity was reaffirmed over the past several years with the acquisition and improvements to Trinity Place and the renovations for Canterbury in the lower level of the Parish Hall. Holy Trinity reaches more people when we have more than one voice in the pulpit and more than one priest for pastoral care. Sometimes all that is needed is another personality to connect with someone seeking God's message.

The Challenge

Pledges for 2023 were not sufficient to cover all of the financial needs of the Statement of Mission. Since Holy Trinity did not have an Assistant Rector, the position was left unfilled in order to balance the budget. The first meeting of the Asst. Rector Subcommittee identified 2 major challenges in hiring the next Asst. Rector:

- Financial – Holy Trinity operational finances are still recovering from the decline that resulted from the COVID shutdown that meant new parishioners were not joining Holy Trinity as fast as older parishioners were passing on to their greater rewards.
- Small pool of candidates – The 2024 graduating class at Sewanee all have positions secured following graduation. Fewer new students began theological studies during COVID, so there fewer in the pipeline. Holy Trinity may need to be creative in attracting our next Asst. Rector including widening our search to the national level.

Financial Approach proposal

1. **Concept** – hold a targeted stewardship drive to obtain 2–3-year pledges to supplement current giving to cover the cost of an Asst. Rector until Holy Trinity can rebuild it finances to pre-COVID levels when we were able to afford an Asst. Rector.
2. **Mechanics of the Targeted Stewardship Drive**
 - a. Determine the targeted amount for 3 years.
 - b. **Publish the plan.** Using Tempo and email, let the parish know about the opportunity to make an additional pledge that they would give when we hire an Asst. Rector.
 - c. **Contact selected parishioners.** Develop a short list of parishioners to be contacted directly.
 - d. **Collect Pledges.** Pledges would be sent directly to Evyone. Evyone will provide a weekly tally of pledges.

3. **Securing the future.** Planning for rebuilding HT Finances to support the Asst. Rector while providing security for the new Asst. Rector in the unlikely event finances to not recover.
 - a. **Stewardship of Operating Surplus.** A portion of annual Operating Surpluses should be set aside as security until pledges reach a level that the Treasurer feels is sufficiently secure to fund the Asst. Rector position and the other operating needs of the parish.
 - b. **Security for the Asst. Rector.** There are several responsible actions that Holy Trinity can take to provide security for the Asst. Rector including:
 - i. **Six months' severance.** The Asst. Rector Letter of Agreement could include a clause providing six months' severance for termination of employment for any reason other than for cause.
 - ii. **Re-employment assistance.** Holy Trinity should also promise to work with the Diocese to help secure a new position for the Asst. Rector as soon as we anticipate that we may need to terminate their employment for any reason other than for cause. The severance payments would only be made until the Asst. Rector does not have another position.

Note. Note that the above are general outlines so the necessary legal details would need to be determined to prevent possible abuse of these provisions.

RECTOR'S REPORT TO VESTRY 1/21/24

Worship:

- Attendance at 10:30 continues to trend upward. Children's services are the best-attended, up to 130+ on January 7.
- The 8:00 service attendance is becoming less stable. The low-water mark occurred in December at 14. Average attendance since September 11 =
- The 5:00 service attendance is holding steady at 9-14.
- Attendance at the monthly Holy Eucharist at St. Paul's remains steady at about 18-20. Evening Prayer on the third month will be on hiatus for the foreseeable future due to lack of attendance.
- The monthly service at Clemson Downs also continues with steady attendance of 12-15. I am grateful for John Nieman's assistance in January, when he filled in for me there.
- The Adult Choir continues to grow, with two new members joining this month
- The Children's choirs are gaining in musical knowledge and technique, with evident increasing confidence.
- We have one youth who wants to serve as Crucifer/Acolyte on a weekly basis. I am working with him to gradually build up to the level of service often referred to as 1st Server. I am grateful to Ethan Carroll and his desire to serve in his church. He was baptized in September.
- We continue to rely on a small number of volunteers to prepare for and lead our services. The addition of a handful of new lectors and ushers last year has helped to ease that shortage, but the altar guild have had a hard time. Thanks to the extraordinary efforts of a few very dedicated volunteers, they handled our special services beautifully. Holy Week and Easter are likely to strain their most dedicated members.
- John Nieman will preach a couple of times this spring—Feb 11 and April 21 (possibly supplying that day)
- Lynn Sanders will supply for me on March 3 while I am at the ECW retreat.

Staff

- All church staff have received updated LOAs or Addenda for review. Pending approval at this meeting, the plan is for those to be signed and filed this week and will be effective 2/1.
- Jerae Wallace will receive a new position title and work schedule that more accurately reflect the realities of the work she is actually doing on behalf of the parish. She will function as our Parish Life Coordinator, which includes her former duties for Family Ministry coordination, but adds the acknowledgment that Jerae is the organizing force behind most of the Fellowship activities we've had over the past year. Her updated job description is included in the DropBox folder for this meeting.

Formation

- Confirmation preparation for Adults and Youth is underway. 6 adults are meeting with me on Thursday nights, and 10 Youth are meeting with me monthly on Sunday mornings. The Adult Discovery Class will run for 8 weeks. The Youth formation will span the time between now and the next Episcopal Visitation, expected in August of 2025. In addition to meeting between services on a monthly basis for a total of 13-14 sessions, we are planning a retreat for Youth Confirmands to take place in April or May of 2025.
- For Lent, we will be offering a series of Soup Suppers that will include a short time of instruction and reflection on Christian Virtues, with an emphasis on small group discussion. These Soup Suppers will take place on Wednesday evenings in the Parish Hall.

- We have 3 groups formed for Red Door Fellowship. I include these in Formation because we will ask each group to commit to 10-15 minutes of reflection on a common reading from the Bible for each month.

Sabbatical

Finally, I must share with you that I am overdue for a Sabbatical. The purpose of Sabbatical leave for clergy is to allow time for rest and refreshment. This time away typically occurs every seven years or so in active ministry. I have been in active ministry for thirteen years without the benefit of taking Sabbatical time. I am working with the Wardens to plan for clergy coverage for six weeks this summer. During that time, Will and I will do some traveling that we have wanted to do for many years, visiting family and friends and exploring new state and national parks along the way. I am planning to bookend my Sabbatical with retreats hosted by monastic communities to ground myself in the rhythms of worship, prayer, and rest. You will be hearing more in the months ahead about the benefits of Sabbatical, not only for my health and well-being, but for the life of the parish.

I am asking you to provide financial support for my Sabbatical. This will take the form of approving a substantial portion of the \$2000 included in the SOM for clergy supply for this purpose. I am also requesting that you allocate the \$2300 rebate from the diocese that all parishes have received to fund two retreats that I would like to attend during my Sabbatical time. One is an 8 day Centering Prayer retreat at St. Mary's in Sewanee, and the other is a 4 day silent retreat at the guest house of the Society of St. John the Evangelist in New York. All other aspects of this Sabbatical time will be self-funded.

ATTACHMENT F

Holy Trinity Episcopal Church: Parish Life Coordinator

Status: Part Time

Hours: Typically, 25 hours/week

Salary & Benefits: ?/year and the following

- Paid holidays, sick leave, and personal days
- Church Pension contribution

An overview of the work of the Parish Life Coordinator

Our Parish Life Coordinator deals with many areas of Parish Life, including ministry support, and parish events, with a particular focus on ministry with Families and Children.

Parish Life

The Parish Life Coordinator (PLC) will work with ministry leaders and other staff members to provide opportunities for gathering, learning, and serving together as a parish.

Gathering: The PLC will support the efforts of ministry leaders to plan and implement regular Fellowship opportunities, such as Coffee & Fellowship between services during the school year, Parish Lunches several times a year, and special, festive occasions such as celebrations of Baptisms, Confirmations, and other milestone events.

Learning: The PLC will coordinate with Adult Formation Ministry leaders to support their work with adults, primarily by ensuring that concurrent activities are available for Youth and Children. The PLC will also have responsibility for recruiting and training Sunday School teachers for ages 3-18, as well as providing resources for the same. The PLC will also organize and oversee the Nursery Workers who tend to our youngest members on Sunday mornings. The PLC will coordinate Children's Church on most Sunday mornings, with assistance from dedicated helpers.

Serving: The PLC will assist the Vestry in identifying and equipping leaders for Parish Life ministries. The PLC will work with the Office Administrator to ensure that all volunteers and paid personnel in these ministries are properly vetted and trained for their work with vulnerable populations.

Responsibilities

1. Cultivate parish family community at Holy Trinity by creating opportunities to gather, learn, and grow in faith.
2. Practice clear and consistent communication with parishioners, staff, the Rector and the Vestry.
3. Equip volunteers for leading Sunday School, Children's Church and Youth Group.
4. Oversee the Church nursery for children 0-4 years old, recruiting and training nursery workers to take care of our youngest members lovingly and responsibly
5. Other responsibilities include becoming a part of our community,

Relationships & Supervision

While a committee of parishioners will play a large role in our call process, the Parish Life Coordinator at Holy Trinity is ultimately appointed by and accountable to the Rector. The successful candidate is expected to work

alongside other staff in supporting the ministries of Holy Trinity's parishioners. The Rector provides annual "mutual ministry reviews" of all staff, and encourages regular check-ins about guidance, communications and problem solving.

Qualifications & Strengths

1. Bachelor's Degree preferred
2. Must have solid understanding with the Bible and Christian belief
3. Candidates with additional training in Pastoral Ministry, Christian Formation or Theology will be given priority
4. Familiarity with the Episcopal Church preferred
5. Leadership experience with children's, youth or Family Ministry preferred
6. Experience in program, staff or volunteer management preferred
7. Familiarity with social media platforms required
8. Excellent computer skills required
9. Excellent written and verbal skills required

ATTACHMENT G

Junior Warden Report for December 2023

Maintenance remained calm during December 2023. There were no Maintenance costs recorded and one expense in Maintenance contracts for our quarterly Pest Control contract.

Various items have been noted, generally lighting issues, that are an ongoing effort to get all lights switched to LED. Our Pest Control Contractor was asked to quote adding the pavilion shed to our contract. Quote was received 1/18 and forwarded to Chris Heerwagen.

Chris Heerwagen will take over as Junior Warden-officially at the Parish Meeting on January 28. He and I continue to meet regularly to get Chris up to speed on everything he will attend to. Below are items that are on the table and Chris has asked they be included in this report to inform Vestry of possible work or issues that will be coming up this year.

1. Roofing Status
 - a. Payments coming / received from Insurance
 - a. Decisions needed to move forward or hold off on 4 separate buildings (HT Church, HT Educational Bldg, St. Paul's Church & St. Paul's Thrift Shop)
 - i. Holding off on repairs will reduce a portion of the payout (\$11,193 in depreciated values)
 - ii. Holding off will allow us to earn interest on the pay-outs until new roofs are deemed absolutely necessary
 - iii. Deadline looming to respond – stay tuned for cut-off date
 - c. Moving forward
 - i. Need roofing company to review status of Holy Trinity roofs
 - ii. Need roofing company to review status of St. Paul's Church
 - iii. Thrift Shop likely should move forward based on age of current roof (more estimates needed)
 - iv. Status of roofing systems will help determine final decisions on how to proceed
0. St. Paul's Land Swap Scenario
 - a. Expecting offer from Developer by end of January
 - i. Share view of affected plots
 - ii. Developer desire for direct access to Queen Street
 - iii. Developer possible desire to build a new road on St. Paul's side of Rail-Road
 - iv. Curious about Developer plans for other lots owned by Pendleton Oil Mill
 - b. John Wilson (Parishioner) engaged with Developer
 - i. Helping to secure a favorable deal for our church
 - ii. Road-Frontage way more valuable than closed-off woods
 - iii. Discrepancies in Anderson County Tas Map detected (future surveys needed)
 - c. Moving forward
 - i. Need Timely response from church (likely as well as the Episcopal Dioceses) once / if offer received
 - ii. Negotiations will dictate financial impacts (Land / Surveys / Legal fees could be part of the deal)
 - iii. Church needs to consider plans for acquired land (IF a deal is reached) – even if the desire is to keep the land a wooded buffer-zone

- 0. Choir / Organ Requests - FYI
- a. Possibly Knock Out Wall to Expand Choir Practice Room into 1 Room
 - i. Need to be sure consensus agrees
 - ii. Need Structural Assessment
 - iii. Need Costs once Structural Assessment finalized
- b. Additional Lighting in Nave
 - i. Look for discrete "Track" Lighting to allow options for changes (from above – NOT pedestals or "over-the-chair" fixtures
 - ii. Goal is to minimize visibility of fixtures +/- wires - as well as reduced glare / glow as seen from the congregation
 - iii. Position upgrades for easy adjustments to respond to changes in staff of choir / growth in choir area / etc.
- c. Possible Organ Upgrade - Trey
 - i. He expects cost ~\$10K or so
 - ii. Need consensus / budgeting

ATTACHMENT H

Senior Warden's Report

21 January 2024

1. Sr. Warden Transition – I met with Mel to share with her the status of various Holy Trinity matters and what to expect as she bravely assumes the role of Sr. Warden.

2. Asst. Rector Call. I provided a separate report on the status of the finances and plans to call our next Asst. Rector. Mtr. Suz asked me to continue supporting the work to call our next Asst. Rector.

3. Thank you: Thank you all for your dedication and service to our church. You have supported me through the last two years when I was just learning my role and when we faced some difficult times. I am especially grateful for the Vestrymembers that are concluding their service with me.

a. Jan Cribbs – for her enthusiasm and joy in leading us back to in person fellowship.

b. Jen Ellison – who bravely accepted Vestry service whilst working full time with two young children. Jen brought ministry to Football parking being the face of Holy Trinity to those who spend their Saturdays at HT.

c. Bill Hurst – for agreeing to one more term as Jr. Warden even though he knew the challenges of the position.

d. Harry Morse – whose legendary passion for Outreach has never failed to inspire us all to help those in need in our community and beyond.

4. Please keep our Vestry and Clergy in your daily prayers.

Philippians 4:4-6 – “Rejoice in the Lord always. I will say it again: Rejoice. Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in all things, by prayer and petition with thanksgiving present your requests to God.”